



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 5, 2009

S. Kent Gibson, Executive Director
California State University Dominguez Hills Foundation (CSUDH)
1000 E. Victoria Street
Carson, CA 90747

Dear Mr. Gibson:

RE: FINAL MONITORING VISIT REPORT for CSUDH V - Multi-Skills ET07-0221

Date of the Visit:	February 26, 2008
Beginning/Ending Time:	9:00 a.m. – 12:00 p.m.
Date of Last Visit:	09/12/08
Visit Location:	Carson
Persons in attendance:	Teresa Stevens, Project Coordinator, CSUDH Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/31/06 – 12/30/08	Agreement Amount:	\$399,484
Training Start Date:	01/31/07	No. to Retain:	363
Date Training must be Completed:	09/30/08	Range of Hours:	24 - 120
Type of Trainee:	Retrainee	Weighted Ave. Hours:	50

SUMMARY OF ACTION REQUIRED FROM THIS VISIT:

Issue needing action: None

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www.etp.ca.gov
ETP (05/16/2007)

FINAL REPORT SUMMARY:

The Agreement was executed on January 18, 2007 and training began on January 31, 2007. Your project staff reported that all ETP training was completed on September 17, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – September 30, 2008.

ETP approved Technical Correction No. 1, on March 1, 2007, increasing the total percentage of Managers and Supervisors to be trained in this contract from 10 to 20 percent. ETP subsequently approved a request for Modification No. 2, to move money from Job 2 to Job 4, stating a greater demand for training in Job 4. The Modification, approved on November 10, 2008, decreased the total Agreement amount \$1,050, from \$400,534 to \$399,484.

According to Ms. Stevens, of the 363 trainees specified on Chart 1, Exhibit A of the Agreement, 209 (58%) trainees will complete the minimum number of training hours required (24 hours) for reimbursement and complete the 90-day retention period. The total hours provided to trainees who met the required minimum in Job 1 are 3,163, in Job 3 are 1,082 and in Job 4, 1,735. At a reimbursement rate of \$18 per hour for Job 1, \$26 in Job 3 and \$22 in Job 4, CSUDH would earn an estimated \$131,773 (33%) of the total ETP Agreement amount, assuming all other Agreement requirements are met. Since you have been paid \$114,234.25 to date, you will receive an additional \$17,538.75 in funding if the anticipated number to retain is verified during the final fiscal closeout. The Analyst commented that \$62,602 of funding received to date is earned.

Project staff commented that the delay in the Final Monitoring Visit, and submission of the Final Progress Payment, was due to difficulties in obtaining wage information for a handful of trainees, which led to the Contractor to drop the trainees. Project staff indicated that they subsequently were able to obtain the required information, but were no longer able to enter information on the ETP On-Line Tracking System. The Analyst provided technical assistance on how to correct the issues, and subsequently contacted the ETP Fiscal Unit for assistance, so project staff was able to submit invoices for these trainees; as well as the Final Closeout for this Contract.

Ms. Stevens commented that, although they did not complete 100 percent of the training, CSUDH has been able to provide 209 trainees of participating employers with quality training in Continuous Improvement, Business Skills, Manufacturing Skills, Management Skills and Computer Skills training. One participating employer stated that this training has helped their employees gain skills needed to work together more cohesively in a teamwork environment and enjoy improved camaraderie; as well as provided customer service and sales skills to compete against companies out of state. Another participating employer indicated that the new skills make employees more valuable to their company and its customers because of improved services. In addition, this ETP Contract for training has afforded CSUDH an opportunity to meet local employers, letting the community know that it provides quality training at reduced costs with the assistance of ETP funds.

In discussing what barriers you experienced in implementing your ETP program, project staff stated that the main barrier was the unforeseen downturn in the economy. Many participating employers stated that they were not able to go forward with training plans originally submitted do to the need to work leaner, and the inability to release trainees from work to attend classes.

Project staff reported that ETP's websites are user-friendly, and they were easy to learn and enter data. Ms. Stevens further commented that ETP staff provided good support throughout the Agreement. In closing, Ms. Stevens stated that CSUDH is interested in returning to ETP for another contract in the near future.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number of Trainees to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	241	106	7	99	99	99
2	50	0	0	0	0	0
3	37	43	2	41	41	41
4	85	100	31	69	69	69
Total	363	249	40	209	209	209

The project status reported by project staff agreed with the Contract Status report that 249 trainees were enrolled and 40 trainees were dropped.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance rosters for 23 trainees for the period of January 31, 2007 through September 17, 2008. The rosters reviewed were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

You were advised that these findings are based only on the training records reviewed during this Visit and represent only a sample of the training records completed to date. Further that it is your responsibility to ensure that all training records are in compliance with Panel requirements for auditing purposes. [Reference: Title 22 California Code of Regulations, Section 4442)]

AUDIT:

Sony will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood, Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: Teresa Stevens, Project Coordinator (via E-Mail)
CSUDH

Master File
Project File

Date report mailed to Contractor 3/18/09